



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

October 24, 2014

Korene Shady
13820 188th Avenue
Maquoketa, IA 52060

Dear Child Care Provider,

This letter is in regards to the 10/24/14 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

- ☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.
- ☐ 110.5(1)c First-Aid supplies are available and easily accessible in the home, outdoor play area, any **vehicle used to transport children**, and on field trips. **You plan to call Kathy R, CCRR about a first aid kit.**
- ☐ 110.5(1)c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children. **The kit used in home and outside is good.**
- ☐ 110.5(8) Children's Files. **I am enclosing a copy of the sheet that identifies which children are missing what items. You had 4 active files. One of the files need paperwork updated by next month, but the physical is past due. One of the files you need the parent to return paperwork to you and a new physical.**
- ☐ 110.5(8) An individual file is maintained for each child and **updated annually** or when there are changes. Each file contains:
 - ☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.
 - ☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.
 - ☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.
 - ☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.
 - ☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.
 - ☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 12/1/14.**

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules. Please sign and date below, and return this form in the provided envelope by: 12/1/14

X _____
Signature Date

Please do not hesitate to contact me if you have any questions regarding this letter.

Sincerely,

Glenda Currier

Glenda Currier, SW II, Childcare Specialist, gcurrie@dhs.state.ia.us

563/557-8251 or 690-5422 ext. 422 800/650-6361 for long distance only Fax: 563/557-9177

MACHELLE PEZLEY

Machelle Pezley

Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can contact Child Care Resource and Referral.

For Jackson & Clinton County:

CCRR, 240 N Bluff Blvd, Suite 203, Clinton, IA 52732

563-243-5220 or 866-243-5220, Fax: 563-243-7331

Kathy Richmond, krichmond@iacommunityaction.org Child Care Consultant, CCRR

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).